

**CLASS TITLE: OPERATIONS AND PLANNING OFFICER
(EMERGENCY MANAGEMENT AGENCY)**

**Class Code: 02710200
Pay Grade: 26A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Executive Director, Emergency Management Agency, in developing and maintaining a statewide emergency management operations plan; to assist in organizing resources and forces and in coordinating all elements of the operations plan; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Executive Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of local emergency management personnel and others assigned to assist; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Executive Director in developing and maintaining a statewide defense civil preparedness operations plan; to assist in organizing resources and forces and in coordinating all elements of the operations plan.

To develop standard operating procedures for all aspects of the operational plan and for all control centers.

To assist in the planning and conducting of tests and exercises.

To assist local emergency management organizations in the development of operations plans.

To establish liaison with private and volunteer agencies.

To assist in interpreting federal government policies and procedures to local officials.

To prepare reports of progress of emergency management activities for the Executive Director and for the Federal Emergency Management Agency.

To make factual and statistical studies and prepare reports containing findings, analyses and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied in the development and maintenance of a statewide emergency management operations plan; a thorough knowledge of the functions, resources and capabilities of the various cities and towns; a thorough knowledge of the objectives of the federal, state and local emergency management programs; a working knowledge of the principles, practices and techniques of non-military defense; a working knowledge of the use of the facilities and systems required in control operations; the ability to make studies and prepare reports containing findings, conclusions and recommendations; the ability to speak effectively before large and small groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Political Science, Public Administration or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving program development for large scale operations in private industry, state or local government, or military organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must obtain federal government secret clearance within six months of employment and must maintain such clearance as a condition of employment.

Class Revised: July 3, 1988

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